



Frequently Asked Questions

NRCD Annual Report

Table of Contents:

• Saving the Report	1
• Point of Contact	
• General email inquiries	1
• Supervisors	2
• Staff/Contracted Labor	
• Definition of Paid Staff	2
• Definition of Contracted Labor	2
• Project or Programs	
• Why was the Program Important	3
• Project or Program Summary	3
• Unable to Accomplish Program or Project	4
• Definition of Key Partners	4
• Quote or Testimony	5
• Photographs	
• More than two photos	5
• Photograph specifics	5
• How to Upload a File/Photograph	5
• Captions	6
• Income/Expenses	
• Zero default	6
• Definition of Expenses	7
• Submission	7
• Contact Info	7



Frequently Asked Questions

NRCD Annual Report

1. Do I need to submit the Annual Report online?

Yes. We will not accept paper copies of the Annual Report, nor will we accept emailed copies

2. Can I save my work and return to it later?

If you wish to save the document before submitting (to share with Supervisors or have as backup), please follow these steps: On each page, right-click on the mouse and select 'Print'. A pop-up will appear, asking to print, change it to 'Save it as a PDF'.

3. Who is considered the point of contact?

The point of contact is the person that the NRCD Manager will contact for questions regarding the Annual Report.

REPORT POINT OF CONTACT

First Name: *	Last Name: *
<input type="text"/>	<input type="text"/>
Primary contact number: *	Email address: *
<input type="text"/>	<input type="text"/>

4. What if our Education Center or District does not have a generic email inquiry address? ?

Provide an email address or phone number so that a member of public can contact the Education Center or District with questions. The email address can be either a generic email (i.e. nrcd@azland.gov) or an individual's email (i.e. jthomas@azland.gov). This information will be provided on the District fact sheet.

Please provide an email address for general inquiries: *

Please provide a phone number for general inquiries: *



Frequently Asked Questions

NRCD Annual Report

5. Do I need to list all of the supervisors?

Yes, please list all appointed or elected supervisors. Click the 'Add Additional Supervisor' button to list a new supervisor

District Supervisors

Name: *

Title *

Please select

[Add additional supervisor](#)

6. What if our Education Center or District paid someone one time, do they count as a paid staff member?

No. Please include any staff who are paid regularly for their services, such as an intern or an advisor

Does this District or Education Center have any paid staff members? *

☒ Yes ☐ No

Please list all paid staff members (Click [Add additional staff](#) to add more)

Name: *

Title: *

Please select

[Add additional staff](#)

7. What if our Education Center or District paid someone one time, do they count as contracted labor?

Yes. When selecting 'Yes' for the contracted labor question, a text box will appear. Type in the title of the contracted support.

Does this District or Education Center have any contracted labor? *

☒ Yes ☐ No

Please list the titles of all contracted support: *



Frequently Asked Questions

NRCD Annual Report

8. I'm not sure how to answer the question 'Why was the program important?', what should I type?

Why was this project or program important? *

Project: What problem was occurring? Who did it impact? Why did your conservation/education district get involved?

Program: What needs were identified in the community that weren't being met. Why did your conservation/education district get involved?

Here are some examples of answers:

Project: During monsoon rains water will sheet across the landscape. The speed of the water was moving soil and creating deepened arroyos and less soil structure for seeds. The district was contacted by the landowner to provide possible solutions, volunteer time and assistance to locate rocks

Program: This district is in a farming community. We were contacted by local farmers to assist in facilitating training in chemical use in both English and Spanish to local field staff. The district has a contact with a bilingual trainer, can provide a site for the training as well as lunch to the attendees

9. I'm not sure how to answer the question 'Project or program summary?', what should I type?

Here are some examples of answers:

Project: This was a very localized issue that used historic land management practices. Media lunas are half circle (half moon) collection of rock that is one rock high and 40 feet long that is placed in slightly sloped areas with little vegetation or structure to slow down water movement. We were able to suggest a source of local rock to be placed and designed into media lunas in 7 different locations on a half section of land. A year later soil and biomass is being trapped uphill of the media luna and plants are starting to grow. No new arroyos have started in this area and the existing ones are not getting any deeper. Our objective from last year was to place 14 media lunas but weather prohibited that outcome

Program: Our objective was to provide children in the classroom an understanding of food production, farming and the natural environment. This outreach education helps preserve natural resources while providing an understanding of an economic driver of our community. Children are growing up not knowing where their food comes from-not just how food is produced but also how food is grown or raised. We presented four specific programs including Farm to Plate, Agriculture in the Classroom, Food Connections and Arizona's 5 C's to 133 classrooms to address this objective.



Frequently Asked Questions

NRCD Annual Report

10. What if we were unable to accomplish a program or project?

If you were unable to fully accomplish a program or project, please fill in the program/projects as much as possible.

If you did not complete anything, please type the reason in the 'Addressing Challenges' box.

ADDRESSING CHALLENGES

If you were unable to accomplish projects, programs, and/or meetings, please explain here:

11. What's the difference between the assistance of key partners?

KEY PARTNERS

Please identify the assistance of key partners you have used over the past year (check all that apply): *

☐ In-Kind ☐ Volunteer ☐ Financial

In-Kind: Assistance given in the form of goods or services (not money). This includes office space or supplies, staff time, equipment, or other services

Volunteer: An individual or an organization of individuals that donate time or efforts for your project or program

Financial: If you received grants, financial donations from organizations or individuals, or other financial payments



Frequently Asked Questions

NRCD Annual Report

12. What if we don't have a quote or testimony?

Talk to an individual or a group that has benefited directly from your actions. This is a great way to share validation of your District/Education Center work!

SHARE A QUOTE/TESTIMONIAL

Please share a quote from a landowner or stakeholder who have worked with your District or Education Center: *

Who is the quoted source: *

What is their affiliation or job title (i.e. landowner, high school teacher, cooperater)? *

13. What if I have more than two photos?

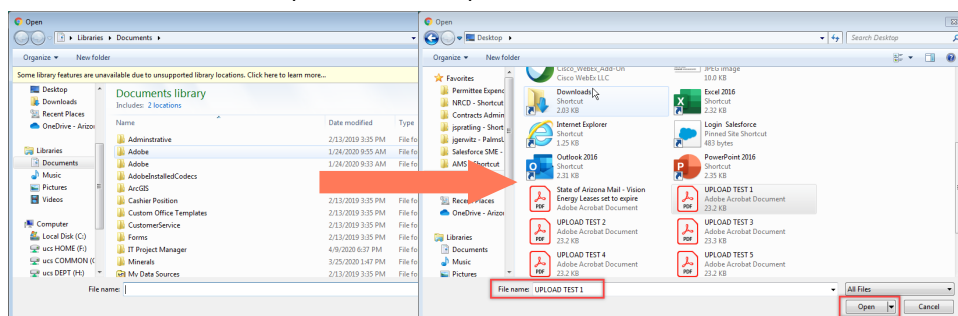
Two photos are required, however if you have additional photos you'd like to submit, email them to Jackie Thomas (jthomas@azland.gov) and she will attach them to your Annual Report.

14. Do the photos need to be anything specific?

At least one photo should be related to your previous year's accomplishment (listed above).

15. How do I upload a file?

Click on the 'Choose File' button. A pop-up box will appear of your computer. Find the location (desktop, folder, etc.) of where the document/photo/PDF is saved. Click on the file you wish to upload, the 'File Name' will appear with your document title as shown below. Click the 'Open' button to upload the file.





Frequently Asked Questions

NRCD Annual Report

16. Why is a caption required? What if I don't have a testimony?

We want to tell a story about your District/Education Center. If you don't have a caption for the photo, please include a testimony about the project/program instead!

PHOTOS

Please include photos that demonstrate projects or programs that you have worked on. This can include photos of landscapes, events, sites, and participants.

Photo 1 *

No file chosen

Please do not upload photos of children without written permission from a parent or guardian.

Identify project or program this photograph is associated with: *

Caption for photo 1: Please include a testimony from a participant if applicable

Credit for photo 1 *

Photo 2 *

No file chosen

17. What if we did not have a specific type of income or expenses?

Zero is the defaulted amount and already entered as a value.

Program expenses * \$

Other expenses * \$



Frequently Asked Questions

NRCD Annual Report

18. What are the differences between the expenses? I have a specific expense and I'm not sure which type it will be reported?

Expenses

Salary	\$	<input type="text"/>
Office expenses *	\$	<input type="text"/>
Supervisor expenses *	\$	<input type="text"/>
Program expenses *	\$	<input type="text"/>
Other expenses *	\$	<input type="text"/>

Please refer below to examples of the categories:

Salary: Any money paid to staff

Office Expenses: Supplies (including furniture, electronic equipment, printer ink, paper clips), printing, phone, website fees etc.

Supervisor Expenses: Mileage, Per diem, etc.

Program Expenses: Supplies for a program, (postal, printing, purchasing of equipment, books, training manuals, etc.)

Other Expenses: Fingerprint clearance cards, event fees, Arizona Corporation Commission fees, insurance, etc.

19. How do I know I've submitted the Annual Report?

Upon successful submission, the form will say 'Thank You'. You will also be emailed a copy of the submitted Annual Report with an attached PDF.

20. Who should I contact?

Please contact the NRCD Manager, Jackie Thomas, at jthomas@azland.gov or 602-370-7623